

CENTRAL INTELLIGENCE AGENCY  
OFFICE OF CENTRAL REFERENCE

24 January 1966

MEMORANDUM FOR: Director of Logistics

THROUGH: Chief, Administrative Staff, O/DDI

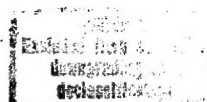
SUBJECT: OCR Space Requirements: 1975-1980

REFERENCE: Request for Subject Information from Director  
of Logistics, undated

1. What follows reflects the fact that OCR is well along in the design and implementation of a new computer-supported central reference facility which will introduce major organizational and personnel configuration changes. The approach taken is aggressive in the creative sense, i.e., in anticipation of significant advances in man-machine interaction and improved communication links radically altering the way in which a customer approaches the library and other reference files, we are suggesting that a separate building be especially constructed for OCR. It should provide for the unique services and needs of a reference facility and be flexible enough to adapt to the continually developing technological changes expected beyond the 1980 period. It may be, although this is beyond the scope of the response sought from this office, that such a building could house, in part in consolidated fashion and also in compartmented fashion, the several reference or central substantive support files of the Agency.

2. The conservative OCR space estimate within such a building, excluding consideration of radiation-proof underground emergency file storage (consideration of which is suggested), is 180,000 square feet. Assumptions made in developing our approach include:

- (a) That all, or almost all, of the Agency will be located in or near the present headquarters building, probably in a multi-structured complex;



25X1A2g (b) That OCR will implement a computer-supported design along the lines of Project [REDACTED]

(c) That the rate of accumulation of source materials will increase, and although some balance will result between space requirements for new material and space savings through file purging, retirement, consolidations, automation and photo-reduction, storage space for hard copy documents and microforms will not decrease;

25X1A2g (d) That a personnel increase of 10-15%, with attendant space requirements, is reasonable both to cope with the increased receipts and service requests and to maximize the power of the [REDACTED] system;

(e) That in ten years it will be technologically and economically feasible to tie customer offices to OCR on campus by improved communication links to provide audio and visual query, display and print capabilities. //

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3. The FY 1967 office ceiling is [REDACTED] positions will be required by 1975, the increase of [REDACTED] being needed to complete the manning of five geographic divisions which will constitute the core of the planned all source computer-supported document and information retrieval function (Project [REDACTED] 25X1A2g plus manpower for other (non-[REDACTED] activities. Decreases in personnel requirements may be achieved in some OCR functional areas during the experimental and implementation phases of [REDACTED] however, these decreases will be more than offset by additional personnel requirements relating particularly to intellectual demands of the new system, e.g., planning, system analysis, programming, and information analysis.

4. Since it is assumed that the majority of Agency components will be located in the Langley complex, OCR, in meeting its primary responsibility to the Agency, must be centrally located in the projected complex. Although major technological advances can be seen in the areas of data transmission, display devices, and automated storage and retrieval in miniaturized form of various types of documents, these advances, in terms of economics and customer acceptance, will not override the requirement for physical confrontation of customer and OCR information analyst and ready accessibility of both groups to data files.

5. Both the customer and the OCR analyst groups are, in fact, extremely diverse assemblies of specialists; OCR has ties of varying depth with customers

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throughout the intelligence collection, analysis, and estimating communities; OCR information analysts represent by conservative guess at least twenty significant skills. Many members of both groups are already experiencing the impact of automation and face further drastic change in their work patterns from this force over the fifteen year period to which this paper is addressed. It is imperative, from our view, that provision be made for space in the new complex that will permit flexible and imaginative approaches to information handling needs. Provision, therefore, must be made for space in the new complex that will provide for this interaction of OCR specialist, customer, and at least some of the data store.

6. Without disrupting the conventional customer/library relationship (which will continue to some extent indefinitely), planning, experimentation and implementation of more sophisticated linkages between customer and data facilities, e.g., remote display on cathode ray tubes (CRT), remote typewriters and printers, touch-tone push button input and voice-answer-back systems, facsimile transmission, and ultimately complex terminals incorporating on line access to computers, can be accomplished. Planning for the recommended new facility would include provision for various types of linkages beyond the Agency to other member agencies in an "intelligence information network". Ultimately, these connections could reach beyond the intelligence or government community to an even broader national/worldwide information system.

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7. OCR will have a computer-supported facility prior to the period in question. Since the operation and management of the computer-based document and information retrieval system will rest with OCR and will be intimately associated with the functions described above, we believe that it should not be separately located but, instead, that provision be made in planning the central reference facility for the required equipment and operating personnel; this we have done.

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8. Also to be included in the new facility is the 25X1A8a presently located in the Rosslyn complex. Translation capability will be required in close association with the area divisions constituting the core organization of 25X1A2g. In addition, machine (computer) aided translation equipment and management now being tested as a part of 25X1A2g would be part of the design of the new facility.

9. One concluding point, implied in the above, ought to be explicitly stated: the 25X1A2g design, aimed at the major changes and new geographic

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organization structure mentioned, is just beginning its testing and implementation phase. It will be an estimated 18-24 months before we can conclude that the present concept is valid; until that time, the area breakdown on the attached sheets, and the projected manpower increase to [REDACTED] must be considered educated guesses, and, in the case of the T/O figure, a conservative figure.

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**JOHN K. VANCE**

Director of Central Reference

Attachments

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS